

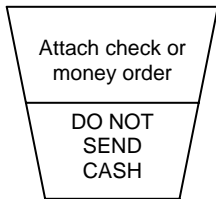
OUT-OF-STATE APPLICATION FOR SUBSTITUTE LICENSURE

CHECKLIST

Incomplete applications will delay processing. Please double check:

- _____ Have you completed section I?
- _____ Have you attached official transcripts of all college credits including transferred credits? Course titles must show on the transcripts. Course numbers only or total credits transferred do not provide adequate transfer information.
- _____ Have you enclosed your check or money order for the \$85.00 processing fee?
- _____ A valid or expired teaching license from another state is required in order to use this application form. Have you enclosed a photocopy of the license?
- _____ Have you enclosed your completed fingerprint card and waiver form, and the \$52 background check fee? (This fee and the fees for the processing and license may be combined in a single check or money order.)
If you need a card, visit our website at www.state.ia.us/boee or you may call (515) 281-3611 to leave your name and address and request a fingerprint packet. The packet will be mailed on the same or next business day.
- _____ Have you signed and dated the application?

Please note: This license will authorize you to serve as a substitute teacher only; it will not allow you to serve as a full time or regular part time teacher. If you accept employment as a full time or regular part time teacher at some later date, you must apply for your Iowa teacher license. At that time you will need to send in the completed application from out of state (signed by the recommending official at your college/university) an \$85 license fee, and a \$60 analysis fee.



APPLICATION FOR SUBSTITUTE LICENSURE NON-IOWA INSTITUTION

Board of Educational Examiners
Use Only

3/08

INSTRUCTIONS:

1. Complete this application form.
2. Enclose an \$85.00 nonrefundable licensure fee, and remit one check or money order made payable to the **Board of Educational Examiners, Licensure, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-0147.**
3. Attach **official** college/university transcripts.
4. Attach a copy of your current or expired teaching license from another state.
5. Complete the fingerprint packet information. Enclose the \$52 fee. (*You may combine the \$85 and \$52 fees and send a single check/money order for \$137.*)
6. Send all materials to the address that appears in #3. Please allow four weeks for processing.

Section I

| | | | |
|--|----------------------|---------------------------------------|--|
| Applicant's Folder # (To Be Assigned by BoEE Office) | Social Security # | Date of Birth Month Day Year | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Last Name | First Name | Middle Name | Maiden Name |
| Address | City | State | Zip Code |
| Home Phone () | Work Phone () | Email Address | |

Background Information:

For any "Yes" response, attach a written explanation on 8 1/2" x 11" paper. Be sure to include the date of the violation. DO NOT explain on this application form. *If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application, if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?
(NOTE: Include all deferred judgments.)
- c. Yes ☐ No ☐ Do you currently have any criminal charges pending against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of child abuse made against you?
- e. Yes ☐ No ☐ PR ☐ Have you ever had an educational license revoked or suspended?
- f. Yes ☐ No ☐ Are you a United States citizen? If you answered "No," check if you are:
☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
☐ a foreign national not physically present in the United States.
☐ other – Please provide a detailed explanation on a separate 8 ½ x 11 sheet of paper

Statement of Permission and Fraud:

I hereby give permission for the Board of Educational Examiners to conduct both an Iowa criminal history record check with the Division of Criminal Investigation and a national check through the Federal Bureau of Investigation. Any information maintained by the DCI or FBI may be released as allowed by law.

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant

Date